

10 May 2017

Dear Parent/Guardian

As AS Level examinations approach, experience has shown that once courses finish it is much better for pupils to make final preparations at home for their examinations. I wish to confirm that today is the final school day for Year 13 pupils. It is important that pupils make the most of this opportunity and spend their time wisely.

Please note staff are available in school and are always happy to assist pupils and should a pupil wish to attend school to revise this can be arranged. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations. Pupils must follow the instructions of the Chief Invigilator during the examinations and any infringement of the examination rules will be viewed seriously. Pupils have been issued with their Statement of Entry and examination board regulations as well as our own information sheet for candidates. Please assist us by ensuring that your son/daughter arrives at least **15 minutes** before the start of the examination on the **appropriate day** and that he/she has everything necessary for that day's examination(s). (The Chief Invigilator has the authority to refuse entry to students without a Statement of Entry and to latecomers).

Pupils **must not** have a mobile phone in their possession in the examination hall. Our instruction is that mobile phones **must not** be brought to school on examination days. Serious penalties will be imposed by the **examination board** where pupils are found in possession of a mobile phone (**whether switched on or off**).

Results from all examination boards will be issued in school on **Thursday 17 August from 11.00am**. As in recent years pupils will be able to access CCEA results online using the PIN provided. **It is important that if results are to be posted out to pupils, a stamped addressed envelope is left in the office for this purpose. Owing to the confidential nature of these results it is school policy not to give examination results by telephone unless by prior arrangement with the school.** We would prefer pupils to arrive in person to pick up their examination results as it is vital that they also confirm their Year 14 Subject Choice at that stage and staff will be available in school to offer advice and guidance should this be necessary.

At the end of the examinations pupils must return all text books to the appropriate department. Your co-operation in ensuring that this is done would be greatly appreciated. As text books are very expensive items to replace it is essential that all pupils return individual copies, following the guidelines issued by each department. It may be necessary to ask parents to pay for text books which are not returned or indeed for those which are returned in very poor condition.

This has also been a very important year for your son/daughter as a lot of the preparation for applications to post A level pathways has been completed in Year 13. Following the AS examinations, **the Careers Department will hold UCAS Workshop days from Monday 19 June to Thursday 22 June inclusive** during which pupils will receive guidance on the completion of their UCAS application form. In addition to work already covered in Careers classes, staff will be assisting pupils with their Personal Statement which forms an important part of the UCAS application form. **Given the academic pressure in Year 14 and the limited time available for completion of applications in the Autumn term, we ask you to ensure your son/daughter takes advantage of these days in June 2017.**

Classes must attend the Careers Workshops on the following days:

UCAS Workshop Days

Monday 19 June	Class	Room
	13A	F80
	13B	F97
	13C	G118
	13D	G119

Tuesday 20 June	Class	Room
	13E	F80
	13F	G118
	13G	G119
	13H	F97

Wednesday 21 June (additional support, if required, for the completion of Personal Statement)	Class	Room
	13A - D	F97
	13E – H	F80

Thursday 22 June (9.15am – 3.15pm)
Pupils should make an appointment with Mrs Gilpin if they wish to discuss course/university choices.

Finally, I should like to take this opportunity to wish your son/daughter success in these important examinations and in the next step in his/her career.

Yours sincerely

R S McLoughlin

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Principal